



FEB 6 2000

DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES W-1

MEMORANDUM FOR: Barbara M. LoPresti  
Chief, Technologies Management Office

Attention: Howard Prouse  
Assistant Division Chief  
Census Automation Technologies Management Office

From: Howard Hogan, Chief *Howard Hogan*  
Chief, Decennial Statistical Studies Division

Subject: Keying Specification for Field Verification of Respondent  
Reported Addresses for Census 2000

INTRODUCTION

Census 2000 will offer a number of ways for people to respond to the census, including filling out unlabeled questionnaires that lack a pre-defined census identification number (ID) and perhaps lack a record in the Master Address File (MAF). The addresses reported on these forms are referred to as non-MAF ID'd. The different forms or sources for which respondents can provide their address are:

1. Be Counted Forms (BCFs)
2. Inbound Telephone Questionnaire Assistance (TQA)
3. Individual Census Reports (ICRs)
4. Individual Census Questionnaires (ICQs)
5. Shipboard Census Reports (SCRs)
6. Military Census Reports (MCRs)
7. Mover-UHEs found in Nonresponse Followup (NRFU)
8. Whole Household UHEs (WHUHE) found in NRFU

Collectively, we refer to these non-ID'd addresses as respondent-reported addresses. The Geography Division (GEO) matches respondent-reported addresses to the MAF. If the address matches a record on the MAF, it is assigned that MAF ID and existing geography. A geocoding operation, but no matching operation, will be conducted in Puerto Rico; thus all addresses that geocode in Puerto Rico will require field verification. If the respondent-reported address does not match to an address on the MAF, then GEO

attempts to geocode the address. Addresses that geocode but do not match to the MAF require field verification. Field personnel will visit each such address and determine if the address exists as a housing unit in the block to which it was geocoded. The results of the field verification process are recorded on the Address Listing Page, Form D-1101A (attached) and entered in the Operations Control System (OCS 2000) in the Local Census Offices (LCOs).

The purpose of this memorandum is to define the fields that will be keyed from Form D-1101A, Address Listing Page in order to capture the results of Census 2000 Field Verification. Refer any questions about this specification to Martha Sutt (812-218-3710) of my staff.

## **II. SPECIFICATION**

The Action Code, Column 5 of the Address Listing Page, Form D-1101A should contain one of three possible action codes:

✓ = Address exists - Verified (key "V")

D1 = Address does not exist - Delete (key "D1")

D2 = Address is a duplicate - Duplicate, delete (key "D2")

If Column 5 is blank (the address was not visited or the enumerator missed the address within their assignment), the address will be sent back to the field for insertion of a valid action code. However, if there is not sufficient time to return materials for field verification, a "B" will be entered in the OCS 2000 for these cases. It is anticipated that the number of "B" cases will be small.

An action code will be entered in the OCS 2000 for each address sent to field verification. The assignment area (AA) will be accessed in the OCS 2000, and the addresses for which an action code is needed will be displayed on the screen. The clerk will then tab to the appropriate census ID/address and enter the action code from Column 5 of the listing page that corresponds to that ID. If an action code is missing, the clerk will key a "B" for "blank". These keyed results will then be passed to the Decennial Systems and Contracts Management Office, and eventually to the GEO. The DSCMO will process "B's" as non verified addresses. Only verified addresses will be included in the Census 2000 counts. This memorandum does not cover Invalid Return Detection field verification.

The Decennial Statistical Studies Division will require some quality assurance (QA) on the keying. The QA specifications will be documented in a separate memorandum.

Attachment

cc: DSSD Census 2000 Procedures and Operations Memorandum Series Distribution  
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ADDRESS LISTING PAGE  
Operation: Be Counted/Telephone Questionnaire Assistance Field Verification  
U.S. Census 2000

Create Date/Time: 07/01/1999 20:2C  
Print Date/Time: 07/01/1999 09:15  
Print Date/Time: 07/01/1999

RCC: 2800 - Charlotte  
LCO/AA: 1001/55-1002  
ST/COU: 45/031 Darlington County, SC

Page 1 of 1

Line No. (1)	Unit ID (2)	Block No (3)	Map Spot No. (4)	Action Code (5)	House No. (6)	Street/Road Name (7)	Apt. No (8)	Mailing Address (9)
1234	1234567890123456	12345	12345	12345	1234567890	12345678901234567890123456789012345	1234567890	123456789012345678901234567890123456
2								
3								
4								
5								
6								
7								
8								
9								
10								

Action Codes:  
✓ - Address exists  
D1 - Address does not exist  
D2 - Duplicate

(Bar Code Here)